

## **Legal Update 2018 – Relicensing Education Program**

### **OVERVIEW**

Effective January 2018, the Legal Update course includes:

- an online, self-paced learning component and
- a one-day classroom session.

Licensees must complete both components of the Legal Update course before they can apply to renew their licence.

### **Course cost**

The Legal Update 2018 course fee is \$275. This fee covers the expanded delivery model and enhanced content. Any surplus will fund future content and delivery development.

**The Council strongly recommends that you register for the Legal Update course at least 8 weeks in advance of your licence expiry date, to ensure that you have ample time to complete the course and submit your licence renewal application.**

### **Course Details**

The Legal Update 2018 Course has two parts: a self-paced online component followed by a full-day classroom session. Licensees must successfully complete the online component before attending the classroom session. Classroom sessions will take place at various locations.

Online component includes

- Self pre-assessment,
- self-paced modules,
- Each module has a final quiz of 10 multiple choice questions, and
- Classroom preparation and feedback.

### **REGISTRATION**

#### **1. How do I register for the course?**

Please go to: <https://rep.bcrea.bc.ca/>

#### **2. What is my licence number?**

Your license number is different from your Board Membership ID. Your unique licence number was issued by the Real Estate Council of BC when you became licensed. You can find your licence number here: <http://online.recbc.ca/public-search>



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**3. My payment is being rejected, what do I do?**

Please ensure you are entering the security code on the card (CVV). The security code can be found on the back of your card (or on the front for American Express). It is a 3-digit or 4-digit number. It will either be the only 3 or 4 digits on the signature strip, or will be the last 3 or 4 digits on the right if there are more digits on the strip.

**4. I've registered for a course but haven't received a confirmation email, what should I do?**

Check your junk/spam folder. The email is system generated and may have gotten trapped there. If you do not see it there, please call BCREA and we will resend it to you at 1.604.683.7702, Option 3.

**5. I've registered for the course; can I access the course?**

You will have access to the online component of the course approximately 3 weeks before your in-classroom session. All the information will be in your confirmation email.

**6. When does my online component start and end?**

Your online component starts roughly 3 weeks before your scheduled classroom day. You have 2 weeks to complete it. The exact dates of your online component will be outlined in the confirmation email you receive after you register for the course.

**7. I received my registration confirmation email. What do I do next?**

You will receive your login information either the day before or on the day your course opens. This email will come directly from UBC. Please be sure to check your spam/junk folder for this email.

**ONLINE COURSE**

**8. What communication can I expect to receive from BCREA and UBC regarding my Legal Update course?**

Throughout Legal Update, you will receive emails and reminders from BCREA through a platform called "Wavelength" and also from a platform in "Blackboard". Please look at your junk mail to ensure these emails do not end up there. We send approximately 3 reminders during the online course with the course end date and the course completion requirements.

**9. I've completed my online component but haven't received any confirmation. When will I receive official confirmation?**

Email confirmation that you've completed all online requirements will be sent the day after the online component ends. It is not automatically sent when you complete the online component.

**10. I've already done my online component but keep getting reminder emails from BCREA about the closing deadline, why is that?**

The emails you receive from BCREA are a general reminder sent to all learners. If you have completed all requirements of the online component, you can disregard it.

**11. How long does the course take?**

The online component of the course is self-paced and you must complete the online component at least one week before the classroom component. You must obtain 70% or higher in the quizzes and assessments throughout the module, to ensure that you thoroughly understand the material before going on to a new section. In most cases, it will likely take a total of 12-15 hours to complete the online component of the course. You can retake the quizzes in the online component as many times as needed during the duration of the online component.

**12. I find the online modules hard. Is there an instructor or someone who can help me with the content and the quiz?**

No, unfortunately we cannot provide any assistance with the course content or quizzes. You can use the section on the top right corner of the course labeled "My Notes", which will have some questions that you can answer while taking the course. You can save the notes on your device, print them or export them as a PDF, which can be used when taking the quizzes.

**13. If I do not complete the online component, can I still attend the in-class session?**

No. The online component must be completed by the specified deadline to attend the classroom date. Both the online and classroom date need to be completed to fulfill your relicensing education requirements and no exceptions are granted.

## **TRANSFERS AND CANCELLATIONS**

**14. Can I cancel or transfer from my course?**

Requests to transfer or withdraw from the course must be made in writing and emailed to [rep@bcrea.bc.ca](mailto:rep@bcrea.bc.ca).

- a) Requests made more than twelve (12) calendar days prior to the "Course" start date will be subject to a transfer fee of \$25. The \$25 fee is applicable for each transfer request made.
- b) Transfer requests made less than twelve (12) calendar days prior to the "Course" start date and more than eleven (11) calendar days prior to the "Classroom Component" date will be subject to an administrative fee of 50% (\$137.50) of the course fee.
- c) Transfer requests made eleven (11) calendar days or less prior to the "Classroom Component" date will be subject to an administrative fee of 100% (\$275.00) of the course fee.



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- d) You must attend the “Classroom Component” within 60 days of successfully completing the “Online Component.”

**15. What happens if I don’t complete the course before my licence renewal application date?**

If you don’t successfully complete the appropriate course by the time your licence renewal application is due, your real estate licence will not be renewed. For questions about relicensing requirements or renewal applications, contact the Council’s education department via email, at [education@recbc.ca](mailto:education@recbc.ca).

For more information on policies, please refer to: <https://rep.bcrea.bc.ca/lupolicies.html>